



CITY OF ABERDEEN
Community Development Department

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CONDITIONAL USE PERMIT APPLICATION/INSTRUCTIONS

A Conditional Use means a category for uses listed within a zoning district that require review before the City of Aberdeen Hearings Examiner to determine their compatibility with the surrounding area and comprehensive plan.

The following information is required in order to review and process Conditional Use Permits in a timely manner:

- 1) **Application Page:** Please answer completely, all of the questions on the application page (below). Failure to answer any of the questions may cause a delay in the acceptance of the application.
- 2) **Vicinity Map:** Please upload and attach a vicinity map that has a small circle (roughly 1 inch) around the area in which your property is located.
- 3) **Map Page:** Please upload and attached to this application a map page drawn to an engineering scale with a north arrow, including the following information):
 - a) Dimensions of all existing lots and any proposed new lots, if applicable.
 - b) Adjacent street names and locations.
 - c) Existing or proposed easements for access, drainage and/or utilities.
 - d) Existing structures and distances to property lines.
 - e) Proposed structures and distances to property lines.
 - f) Identify parcels as Lot 1, Lot 2, etc., so they match the legal description of the property, If you do not know the legal description, Grays Harbor County Assessor's office has that information. They can be reached at 360.249.4121 or by linking to http://www.co.grays-harbor.wa.us/government/treasurer/parcel_search.php
 - g) Existing well, septic tanks and/or drainages; distances to property lines, if applicable.
- 4) **Application Fee:** There is a fee of \$505.00. The application will not be reviewed nor considered complete until the fee is paid and all required documents are received. *Please see note.*

Within forty-five days of receipt of a complete application, the director shall conduct an investigation to determine whether all the criteria are met and shall refer the application to the Hearings Examiner.

Note: Conditional Use Permit applications require a public hearing before the Hearings Examiner. An additional fee for the cost of the hearing will be due prior to receiving the Hearings Examiner's decision.

Please answer all questions to the best of your ability. You may attach separate pages if necessary. If you have any questions contact the Community Development Department at the City of Aberdeen.

APPLICATION PAGE

1. Situs Address:

2. Parcel Number:

**3. Legal
Description:**

4. Project Name:

**5. Applicant and/
or Owner Name:**

**6. Mailing
Address:**

7. Email:

8. Phone:

9. Brief project description.

10. Is the proposed use compatible with existing and potential uses in the general area? Please explain.

11. Is the area and the proposed use served by adequate public facilities, including streets, fire protection, water, stormwater and sanitary sewer?

12. Does the City's 2001 Comprehensive Land Use Plan support the proposed use? Please explain.

13. Does the proposed use comply with the other requirements of the zoning district where is will be located?

14. Will the Conditional Use Permit comply with all other applicable criteria and standards of the municipal code?

I hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the above statements and those contained in any papers or plans submitted herewith are true to the best of my knowledge.

Applicant Signature:

Date:

Owner Signature: (if different)

Date: